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MEMORANDUM FOR: Chief of CS Components

SUBJECT : Assignments to Senior Secretarial Positions

1. The Clandestine Service has an authorization for a limited number of senior secretarial positions (defined as GS-8 and above). Most of these positions are located in the headquarters front offices of major components and in the offices of the chiefs of our major field stations. Under headroom controls on promotions, we are obliged to keep the grades of our group of senior secretaries in line with the grades of our senior secretary positions.

2. As has been the case frequently in the past, a number of our senior secretaries are currently assigned to positions of lower grade, and several are unassigned. Under this condition, it follows that a corresponding number of secretaries of lower grade but now assigned to senior secretary positions cannot be advanced to the grade of the position they occupy. This situation is unsatisfactory and inequitable (a) from the standpoint of the secretary who is directed to perform work of lower level than her grade and (b) from the standpoint of the more junior secretary who is assigned to and performs the responsibilities of a senior position but who cannot be advanced under headroom controls.

3. Although the situation described applies also to some other occupational categories in the CS, the senior secretary assignment and promotion problem has been made particularly acute by practices followed by some of our components in filling these specific positions. In some cases, senior officials who are reassigned take

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action to have their current secretary accompany them to the new assignment. If the secretary position concerned is already filled by a senior secretary, she must be reassigned and may have to fill a position of lower grade. In other cases, when a senior secretary vacancy occurs, the component concerned fills the position with a junior secretary without giving consideration to available senior secretaries who are unassigned or assigned to positions of lower grade.

4. In consideration of the above, the filling of senior secretary positions will henceforth be coordinated by this office. Please submit your proposals in this regard before making commitments to the individuals concerned. If the proposed assignment of a senior secretary will displace another senior secretary, please include your proposal for the latter's reassignment.

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